



By fax/Speed Post

F.No.26017/07/2015-Ad.IIA  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Excise & Customs

North Block,  
New Delhi the 16<sup>th</sup> November, 2015.

To,

The Director General of Human Resource Development,  
Customs & Central Excise  
507/8, Deep Shikha,  
Rajendra Place,  
New Delhi – 110008.

**Subject: Relaxation of Recruitment Rules for the post of Administrative Office in the Central Board of Excise & Customs – reg.**

Sir,

I am directed to say that references from few Commissionerates have been received in the Board stating that as per existing Recruitment Rules, Deputy Office Superintendent (DOS) with 5 years regular service are eligible for promotion to the grade of Administrative Officer (GP Rs.4600). Due to non-availability of eligible officers having prescribed length of qualifying service in the grade of DOS, a number of posts of Administrative Officer are lying vacant.

2. It has been brought out by some of the Commissionerates that as per DoP&T norms, the qualifying service required for promotion from GP Rs.4200/- to GP Rs.4600/- is 5 years. Senior Tax Assistant (STA) is the feeder grade for promotion to Deputy Office Superintendent (DOS) and both carry the same Grade Pay (GP) of Rs.4200/-. There are many officers who have completed combined 5 years of regular service as STA and DOS, thereby fulfilling DOPT norms for promotion to the Grade Pay of Rs.4600/-. Moreover, in the cadre restructuring of December, 2013, the post of DOS (GP Rs.4200) and STA (GP Rs.4200) have been merged into a new cadre of "Executive Assistant" with grade pay of Rs.4200/-.

3. It has been requested to relax the RRs to the post Administrative Officer, as a onetime measure, to the extent that officers having completed 5 years combined service as STA and DOS may be considered as eligible for promotion to the grade of Administrative Officer.

4. In order to have a comprehensive view in the matter after obtaining relevant information from all the CCAs, it is requested to collect the requisite data, i.e. sanctioned strength/working strength of Administrative Officers, details of last promotion made to the grade of Administrative Officer, number of posts of Administrative Officer which could not be filled for want of eligible officers and the number of officers who have completed 5 years of combined regular service in grade of STA and DOS, from all Commissionerate and send a consolidated proposal to the Board for further examination in consultation with the DoP&T.

An early reply is requested.

Yours faithfully,

  
(S.A. Ansari)

Under Secretary to the Government of India  
Tel: 011-23095528

Copy to:-

1. All Cadre Controlling Authorities/Director Generals in CBEC.
2. Webmaster, CBEC for uploading on the Department's website.

  
(S.A. Ansari)

Under Secretary to the Government of India